

ARM REPLACEMENT PAGE REQUIREMENTS AND TIPS JUNE 2007

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General Reminders

ARM staff does not compare your RPs with the Register notices or with existing pages, so make sure you have proofed all changes before submitting, and that the pages are accurate and print-ready.

Don't retype rules! Errors are always introduced when rules are retyped. If the rule is 1997 or later and you don't have it electronically, contact the ARM Division. If your last possible option is retyping it, proof out loud with two people. If your other last possible option is taking it off the web, clear out ALL formatting, change the style to "normal", add underlines and commas back into the history notes, and then proof out loud with **two** people.

Print out all your pages for a quick review before you submit them. Just looking at the hard copy will reveal easily-fixed errors (for example, footings in the middle of the page instead of at the bottom, or fully justified rules instead of left justified).

There are "templates" in your RP subfolder in your agency's share folder (where you submit Notices and RPs) and on the web at <http://sos.mt.gov/ARM/agencies/>. They'll help you see where to place tabs and how to properly and consistently format your 2007 RPs.

Naming your files: The ARM Division prefers that you submit your pages as individual files; however, you may submit consecutive pages in a single file. Don't add periods to the file name.

- If you are submitting **nonconsecutive pages**, save each page as an individual file. Name your files using only the page number and "rp" indicator, e.g., 44-1089rp.doc for individual page 44-1089.
- For **consecutive pages**, name the file only with the beginning and ending page numbers and "rp" indicator, e.g., 44-1089 - 1096rp.doc

What You Must Submit

If you amended a rule, adopted a new rule, transferred a rule, or repealed a rule, submit that rule's entire subchapter (unless it was already converted).

Submit by subchapter, not chapter. *Once that subchapter, table of contents, or cross reference table has been converted*, you can go back to submitting just the changed pages in that area.

Unless it has already been converted, **submit the entire chapter's table of contents** if it has a change (for example, a new rule, a repealed rule, a changed catchphrase, or if you need to update or add the (REPEALED) or (TRANSFERRED) after the catchphrase).

If you added a brand new chapter, changed a chapter name, or changed the beginning page number of a chapter, make the changes on the **main chapter table of contents** (at the very beginning of your title) and submit it, too.

Unless it has already been converted, **submit the entire cross reference table** if there's a change to it (a new rule, or the AUTH or IMP on a rule had an MCA added or removed in the Register). Do not remove repealed rules from the cross reference table.

Basic Formatting

Top and bottom margins: .5 Left margin: 1.5 Right margin: .75

Font: Arial

Justification: left

All pages must be submitted electronically in Word, including organizational charts. All text must fit within the specified margins.

Heading typed on **line 1**; footing typed **at 10.2** (do not enter headers and footers as in the Register).

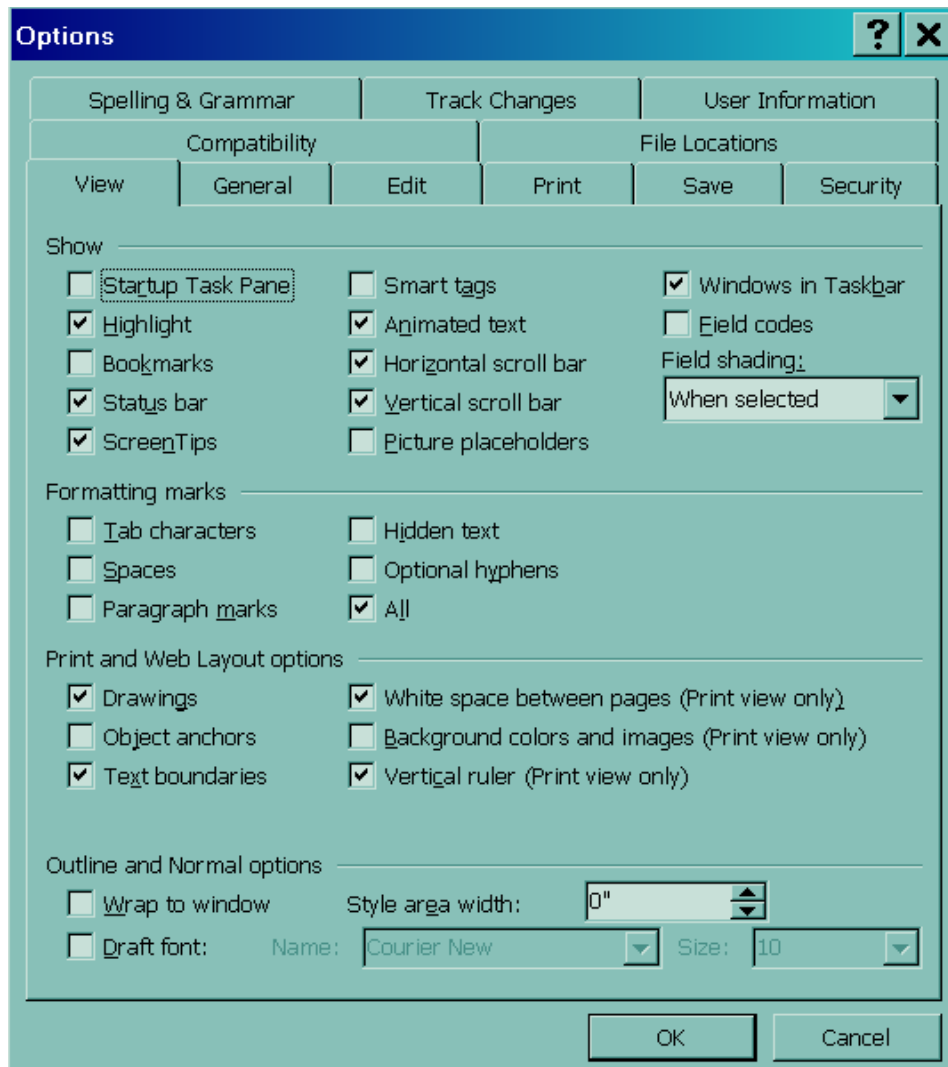
Even if only the formatting changed on a page, **the page date must be changed to reflect the current quarter**. So every submitted page will say **6/30/07** at the bottom, **in that format**.

Odd-numbered pages are right-hand pages. Even-numbered pages are left-hand pages. You cannot reserve (NEXT PAGE IS) to an even-numbered page.

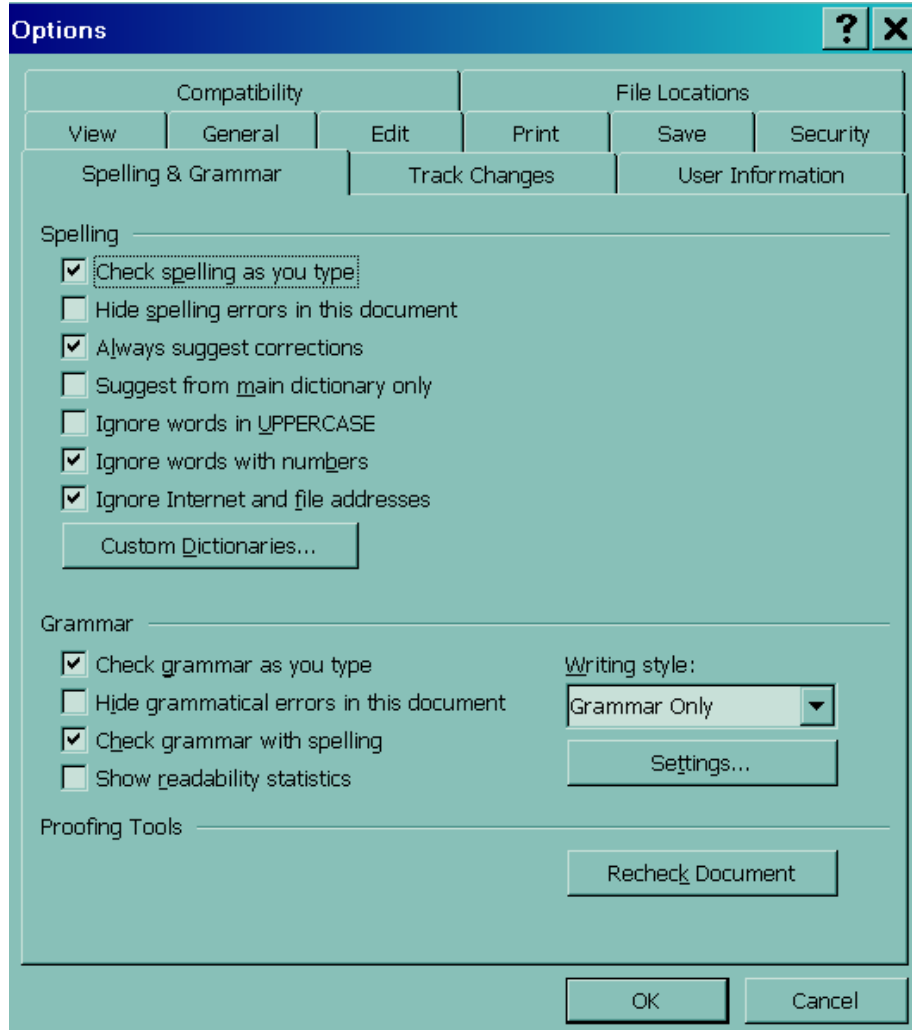
Two spaces (not tabs) between the rule number and catchphrase, between the catchphrase and (1), and after all earmarks.

Make These Your Default Settings

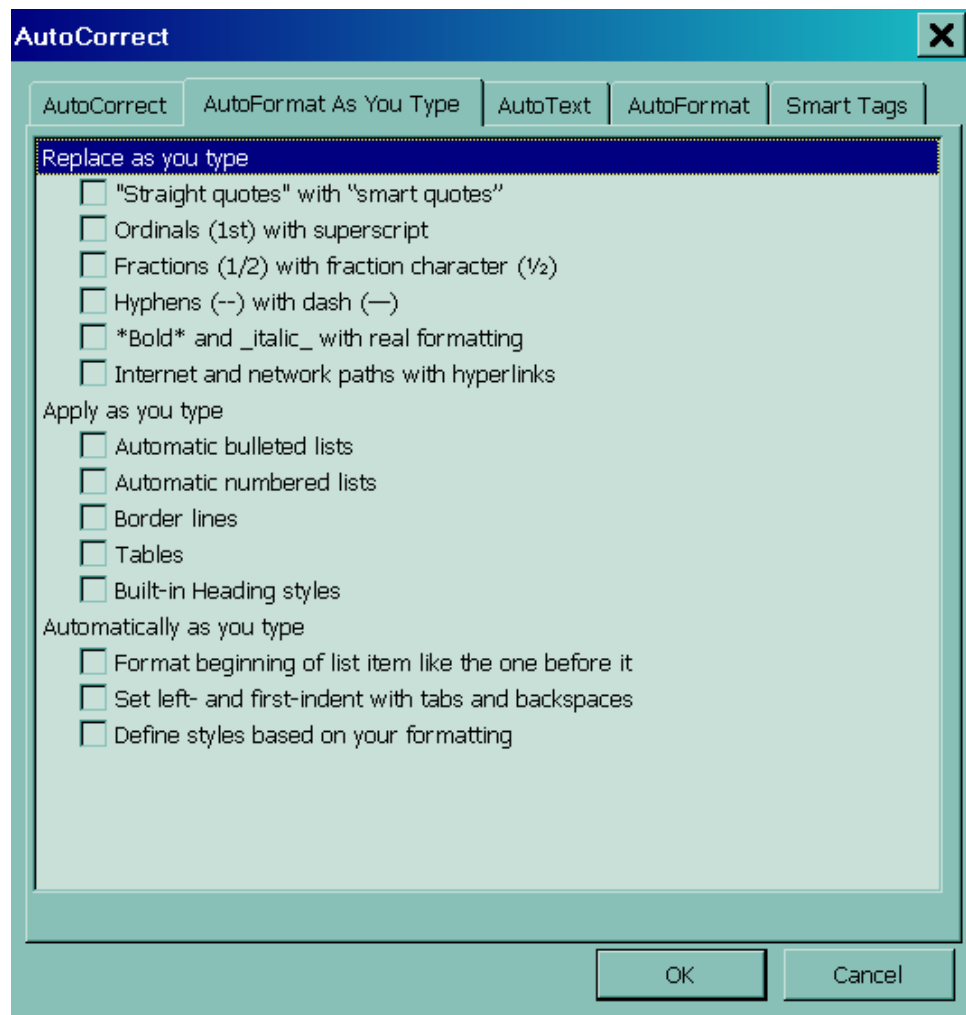
- 1) Under the **View** dropdown menu, select **Print Layout**
- 2) Under the **Tools** dropdown menu, select **Options**.
- a) Select the **View** tab and choose these options:



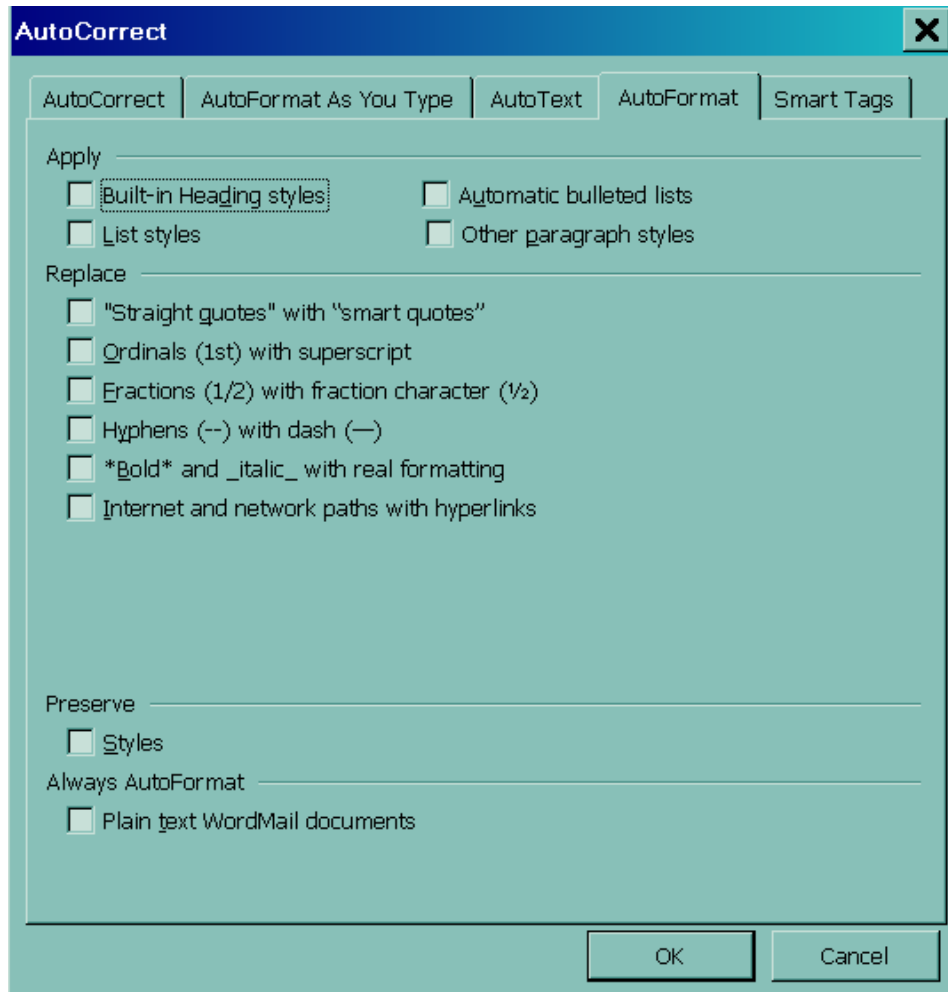
b) Select the **Spelling and Grammar** tab and choose these options:



- 3) Under the **Tools** dropdown menu, select **Autocorrect Options**.
- a) Select the **Autoformat As You Type** tab and deselect all options:



b) Select the **Autoformat** tab and deselect all options:



When Converting, Change This on All Pages

Change capitalization when needed to comply with the Gregg Reference Manual (325 and 326 especially applicable). For example, uppercase any occurrences of "Department of" if it is the whole department name.

On table of contents pages and in rule text, remove hyphens in "subchapter".

For all reserved rules, use this format for ARM consistency: Rules 44.2.103 through 44.2.106 reserved
(use entire rule number, lowercase "reserved", no period).

Change internal references if the rule has been transferred (e.g., all Title 11, 16, 26, 46, some Title 8 rules).

Update addresses, phone numbers, and web sites.

Remove any hard returns from the end of lines which do not end a (sub)section.

Remove any hyphens in nonhyphenated words that are hyphenated at line ends
- keep the word whole and let the text wrap itself.

In the History Notes, remove "Sec." and "and", and add commas before "MCA" if they're missing.

In the body of a repealed or transferred rule, the catchphrase must have (REPEALED) or (TRANSFERRED) between it and the history note (not IS HEREBY and not underlined).

Table of Contents (TOC)

Submit **entire chapter's** table of contents if it has a change (for example, a new rule, a repealed rule, a changed catchphrase, or if you need to update or add the (REPEALED) or (TRANSFERRED) after the catchphrase).

Remove hyphens in "subchapter".

Center all "Subchapter ## reserved" lines.

Align with catchphrases for all "Rule ##.##.### reserved" lines.

For all reserved rules, use this format for ARM consistency (use entire rule number, lowercase "reserved", no period):
Rules 44.2.103 through 44.2.106 reserved

If a rule was repealed or transferred, add (REPEALED) or (TRANSFERRED) after the catchphrase. Remove any "IS HEREBY" text.

Look at the rules you *didn't* submit to see if (REPEALED) or (TRANSFERRED) needs to be added to the table of contents.

If you added a brand new chapter, changed the chapter name, or changed the beginning page number of a chapter, make the changes to the **main chapter table of contents** (at the very beginning of your title) and submit it, too.

Cross Reference Table (CRT)

If there was a new rule, or the AUTH or IMP in a rule had an MCA added or removed, then submit the entire cross reference table. If more than one person from your agency submits notices, only one of you should prepare and submit the CRT for the entire agency.

Use leader dot tabs (Format, tabs, alignment left, leader 2..., set tab at **4.1**).

Set the ARM column at a **left tab 4.1**.

Align the rule numbers with the ARM column header: **left tab 4.1**.

Rule Pages

Try to keep the entire rule on one page, if there is still at least 1" of space above the footing.

Do not split rules in midsection or sentence when continuing the rule on another page.

Try to keep subsections with the section.

Shift text so that more than half the page is full, but leave at least 1" of space between text and the footing on each page, to allow for future rule growth.

When rules shift to a different page, double-check and change the heading rule number accordingly.

Reserve pages for future growth and to accommodate reserved rules, reserved subchapters, and reserved chapters.

The "**NEXT PAGE IS**" notation must be to an **odd-numbered page**, and is only used when the next page is not consecutive.

On right-hand (odd-numbered) pages, the heading rule number is on the right and is the last rule on the page, and the heading is the chapter name. On left-hand (even-numbered) pages, the heading rule number is on the left and is the first full rule on the page, and the heading is the department name.

Renumber pages to eliminate decimal point page numbers and to leave more room for reserved rules and subchapters. Don't forget that you can change the page numbers on Chapter reserved pages to allow for renumbering of the following table of contents pages.

Even if only the formatting changed on a page, the page date must be changed to reflect the current quarter. **Every page** you submit must say **6/30/07** at the bottom.

In the body of a repealed or transferred rule, the catchphrase must have (REPEALED) or (TRANSFERRED) between it and the history note (not IS HEREBY and not underlined).

Do not use section or page breaks. Remove any existing section or page breaks.

Remove any hard returns from the end of lines which do not end a (sub)section. Do not add hard returns at line ends - let the text wrap itself to the next line. Remove any existing hard returns.

Rule Pages, continued

Do not hyphenate nonhyphenated words at line ends - keep the word whole and let the text wrap itself.

In the History Notes, remove "Sec." and "and", and add commas before "MCA" if they're missing.

Center all "Subchapter ## reserved" lines.

Tab to .5 for all "Rule ##.##.### reserved" lines.

For all reserved rules, use this format for ARM consistency:

Rules 44.2.103 through 44.2.106 reserved

(use entire rule number, lowercase "reserved", no period). If an unconverted "Chapter reserved" page is adjacent to a submitted subchapter, also convert and submit the "Chapter reserved" page.

History Notes

Update the history note for each rule changed in the Register. It needs to have the action type (underlined AMD, NEW, REP), the year of the change (2007 MAR), the first page number of the **adoption notice** (p.), and the effective date (Eff. 5/24/07.). For example:

; AMD, 2007 MAR p. 483, Eff. 4/13/07.)
; REP, 2007 MAR p. 776, Eff. 6/8/07.)
; NEW, 2007 MAR p. 620, Eff. 5/11/07.)

The **effective date** ("Eff.") is the **day after publication** (unless otherwise specified in the adoption notice).

If a **corrected notice** was done, only change the page number - the effective date remains the same as the day after publication of the adoption notice. The page number changes to the first page of the corrected notice.

Remove "Sec." and "and" from all history notes, even if the rule didn't change this quarter.

MCA citations should be in numerical order.

There needs to be a comma before each "MCA".

What You Can and Can't Do Without Going Through the Register

- NO** Change: anything that could possibly change the meaning of the rule
- YES** Update: your organizational rule
- YES** Correct: spelling errors if they do not change the meaning of the rule (e.g., error to error) or if the error is a typo that appeared correctly in the proposal and/or adoption notice but was incorrect on the replacement page
- NO** Correct: spelling errors if the meaning of the rule is changed (e.g., not to now)
other errors
- YES** Change: addresses and add P.O. Box numbers;
phone numbers - use this format:
(406) 444-2055;
web addresses;
department, division, bureau, and board names
- YES** Add: comma before MCA in rule text and history note
- NO** Add: comma (or other punctuation) anywhere else in your rules
- YES** Add: (1) to unearmarked single-paragraph rules (only in very old rules)
- NO** Change: other earmarking on rules
- NO** Delete: specific earmarked section references in text and/or history notes, e.g., 37-6-107(2) to 37-6-107, MCA
- YES** Change: numbers to words and vice versa using this rule: Spell out one through ten; use numbers for 11 and greater (per Gregg) (see Gregg 402 for exceptions to spelling out numbers)
- YES** Change: References such as "eleven (11)" to "11" and "two (2)" to "two"
- YES** Delete: the words "section" and "subsection" from the text of your rules (e.g., "...referenced in section (5)." to "...referenced in (5).")

Common Errors on the March RPs

1. Shifting rule text:

- For all rules/pages: move rule text from page to page to keep sections with subsections, and try to **keep rules together on one page**.
- Do not reserve pages in the middle of a rule.
- Fit as much text as possible on a page, but leave **at least 1 inch** of space above the footing to allow for future growth.
- Do not split pages in midrule or midsentence.

2. Footings/Page numbers:

- An odd-numbered page must be a right-hand page.
- An even-numbered page must be a left-hand page.
- The "NEXT PAGE IS" cannot be to an even-numbered page.
- The footing must be at line 10.2, at the bottom of the page.

3. Cross Reference Table & New Rules:

- If a new rule was adopted, it must be added to the Cross Reference Table.

4. Adding in text from the proposal and adoption notices:

- It is imperative that all new (underlined) text from the proposal notice is added into the existing rule, and that interlined text is removed. Also, **when a rule is changed in the adoption notice**, it is crucial that those changes are also integrated, with the proposal notice changes, into the existing rule.
- Replace temporary rule numbers (e.g., [NEW RULE I]), with the permanent numbers assigned in the adoption notice.
- Use "straight quotes" instead of "smart quotes": " " not “ ”

5. Use the current electronic file:

- A lot of mistakes are introduced when agencies retype pages that were as recent as 2006, instead of using the existing electronic file. If you cannot locate pages, please contact ARM staff for the files.
- Check the page date on your electronic file against the page in your hard copy to ensure you're working from the current file.

6. Update every rule and page to comply with ARM Title 1:

- In every rule, change capitalization to comply with the Gregg Reference Manual (326 and 335). For example, uppercase "Department of Administration".
- In every rule, remove hyphens from most words, such as "nonregulated" (Gregg 833 and 838).
- In every rule, change most numbers from 1 to 10 to one to ten, per the Gregg Reference Manual. See Gregg Section 4.

Before Submitting RPs

1) As you prepare your replacement pages:

☐ Accept any "track changes" features which were in the proposal or adoption notices, and turn off the track changes feature. The ARM Division cannot accept RPs with track changes in the document.

☐ Copy and paste from the proposal notice, adoption notice, and any corrected notices. The correct version of the files to work from will have an "arm" extension in the file name.

☐ Confirm the RP file you're working from is the updated and correct version of the page by comparing it to the hard copy in the green binders.

☐ If you do not have an electronic version of the RP, contact the ARM Division. Do not retype the page, and do not copy it from a web page.

☐ Use two people to proof your finished page, and proof from the proposal notice, adoption notice, and original RP.

☐ If the rule's AUTH or IMP cites changed, add or remove cites in the Cross Reference Table.

☐ If the rule's catchphrase changed, change it in the chapter table of contents.

☐ Name the file with the page number and an "rp" to properly identify the content of the file. For example, 44-5rp.doc to show the file is page 44-5, or 44-5 - 8rp to show the file contains pages 44-5 through 44-8.

2) Print out all the pages you are submitting.

☐ Is the page left justified?

☐ Is the heading on line 1 and the footing at 10.2?

☐ Are rule numbers and sections/subsections tabbed in to .5?

☐ Do right-hand pages have odd page numbers and vice versa?

☐ Is the entire page in Arial 12 point?

☐ Do headings on right-hand pages have the chapter name and last rule number on the page?

☐ Do headings on left-hand pages have the first rule number on the page and the department name?

☐ Is the quarter date in the footing the last day of the quarter you're submitting for, and formatted correctly: 6/30/07?

☐ Did you leave at least an inch of empty space between the text and the footing at the bottom of the page to allow for future expansion?

☐ Does the page break at a logical place? In other words, at the end of a section/subsection, and not in the middle of a section or sentence?

3) Double check the content.

☐ In the consecutive pages you're submitting, are rule numbers sequential? If rules are reserved, are they accounted for in the rule pages and the chapter table of contents?

☐ Are reserved subchapters and chapters accounted for in the rule pages and the chapter table of contents?

☐ Check the sections/subsections (earmarks). Are they all there and sequential?

☐ Has all interlined text been removed? Has underlining from new text been removed?

☐ If a rule refers internally to other rules, are those rule numbers still valid?

☐ Do the history notes have the correct information in the correct format? ; AMD, 2007 MAR p. 677, Eff. 5/25/07.) means the rule was amended in the 2007 Montana Administrative Register; the notice of amendment was on page 677 (use the page number of the notice where the changes were adopted, **not** the proposal notice page number); and, the rule change was effective on 5/25/07, which is the day after the adoption notice was published.